

CONFIDENTIAL

PROPERTY RECORDS

1. Accountability and Responsibility for Non-Expendable Property

Definition of Accountable Officer
Definition of Responsible Officer
Definition of non-expendable property

2. Establishing Stock Record Accounts for Washington Area

Establishing accounts and account numbers
Inventory procedure
Consolidation of inventories
Forms to be used and records maintained
Postings to stock record accounts
Records maintained by

3. Establishing Stock Record Accounts at Field Installations

Inventories
Forms used and records maintained
Memorandum receipt issue
Property acquisitions and dispositions

4. Audits

Periodic audits by P & A Representative
Accountable officers may be held pecuniarily liable
Report of audits

5. Property Clearance for Individuals

Return of property prior to separation
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For Washington Area
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6. Lost, Damaged, or Stolen Property - Surveys

Preparation and Distribution of "Survey Reports" Wash., Field.
Functions and Responsibilities of Property Survey Board

7. Property Worn Out Through Fair Wear and Tear

For Washington Area
For Field Installations

8. Reports of Inventory Adjustments

For Washington Area
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